



Woodburn Tuesday Market Summer 2011

Market Supervisor: Julie Chappelle

Phone: 971-338-0563

The Woodburn "Music & Market" summer market events are held in conjunction with the Woodburn Library's "Music in the Park" events eight Tuesday evenings in July and August. The objectives of these events are to increase awareness and utilization of businesses and restaurants operating in the historical downtown area of Woodburn. We encourage local growers, artisans, restaurant owners, and merchants to market their goods at these events.

2011 Market Operating Guidelines

Market Hours and Dates of Operation

This summer season begins July 5 and ends August 23, 2011, running each Tuesday evening from 5:30 to 8:30 p.m. on **First Street, between Arthur and Garfield Streets**. *This year there is a new vendor set up location as well as a new set up time: Please plan to set up at or after 5:00 p.m. due to daytime street parking on First Street next to the Public Works building.*

Product Offering Guidelines

- a) Fresh products of superior quality allowed for sale at the market include; vegetables, fruits, berries, herbs, flowers, plants, eggs, dairy products and food items made by the vendor such as cheese, sausage, fish and baked goods.
- b) Craft items allowed for sale at the market include all hand made goods such as quilts, pottery, paintings, dried or silk flower arrangements, bead work, woodwork, carvings, etc.
- c) Retail and wholesale merchandise will be allowed for sale on a limited basis. Only **new** items will be allowed. Specialty items which will complement the market are encouraged.
- d) Food for on-site consumption will be allowed on a limited basis. Food vendors must operate from a booth, cart, or stand. No motorized coaches will be allowed. The market may, at its discretion limit the number of similar food vendors.

Regulatory Compliance

- a) All vendors are responsible for meeting health requirements obtaining all required state certifications, permits or applicable licenses before they will be permitted into the market. These must be available for review upon request.
- b) Vendors selling produce under the WIC & Senior Nutrition programs must comply with the standards set by those organizations including the 75% rule which states that the vendor must grow or produce 75% of the products sold.
- c) Products labeled organically grown must be certified by the Oregon Tilth or by the Washington Department of Agriculture.
- d) Vendors are **highly encouraged to display a sign or banner** identifying their business name and products. This is to help educate the consumer on where products are coming from and which businesses are being represented at the market, as well as what you are offering.

- e) All growers, farmers and food vendors serving or offering samples of food must abide by the Oregon Department of Agriculture rules. Should you have any questions regarding these rules and regulations, please contact:

Oregon Department of Agriculture, Food Safety Division
635 Capitol St. N.E.
Salem, OR 97310-0110
503-986-4720

- f) If a vendor intends to sell products by the pound, the vendor must bring their own state certified scales. For information in certification please contact:

Oregon Department of Agriculture, Measurement Standards
635 Capitol St. N.E.
Salem, OR 97310-0110

Set-up and Operation of Vendor Stalls

- a) **NEW! Booth set up will begin at 5:15 p.m. each Tuesday.** Vendors should be ready for operation by 6:00 p.m.
- b) Please see Julie Chappelle when you arrive at the First Street location to get your booth location and/or for any questions you may have.
- c) Vehicles must be removed from the street where vendors are setting up prior to the opening of the market. Vendors with special requirements may discuss with Julie Chappelle any request to use their vehicles in their booth display. A vehicle displays must be visually appealing and appropriate for the market.
- d) For safety reasons, no vehicles will be allowed to enter the street once the market begins. **PLEASE NOTE:** First Street between Garfield and Arthur will be blocked off from 5:00 p.m. until the market closes at 8:30 p.m. for safe pedestrian foot traffic. Late arrivals, set-up and restocking items will need to be carried into the market.
- e) Vendors may park in the lot at the corner of Arthur and First Street, the Plaza at First and Garfield or streets adjacent to the market. Provisions will be made for vendors displaying a handicap placard.
- f) **Vendors must provide their own booths, tables and canopies.** These structures must not be hazardous to the public or other vendors.
- g) The vendor's space must be kept neat and attractive during market hours. The vendors are responsible for cleaning up their space after the market closes, including removal of garbage and sweeping up any debris. Vendors must remove debris from the plaza as city receptacles may not be used for vendor garbage and debris. Vendors, whose products generate waste, must provide a receptacle for customer use.

Reservations & Fees

- a) Each booth stall measures approximately 10' x 10'. If you need two booth spaces, we will try to accommodate your request as best we can, depending on the number of other vendors that week. (The 2nd booth stall may not be sublet to another vendor.)
- b) **Vendors may choose one of the two options for stall fees:**
 - 1) A one-time fee of \$100.00 for all eight Tuesday evenings OR

- 2) A weekly fee of \$15.00
- c) In order to participate, **all vendors must complete a vendor application and send in the applicable fee payable to the City of Woodburn.** Vendors may mail or drop off their booth fee at the City of Woodburn Community Services Department (City Hall) located at 270 Montgomery Street in downtown Woodburn before selling at the market.
- d) All vendors must abide by these market rules.

Enforcement, Disputes, and other provisions

- a) As a representative of the City of Woodburn, Julie Chappelle has on-site authority to enforce all market rules.
- b) If a vendor violates the market rules, she has discretionary authority to impose appropriate disciplinary action, which may include; a verbal or written warning, barring the vendor from participation at the market for any or all future evenings. If barring the vendor is deemed necessary, all fees will be forfeited.
- c) The City of Woodburn reserves the right to prohibit anyone from selling and to prohibit any product from being sold at the market.
- d) A vendor may appeal any decision of Julie Chappelle concerning violation of these rules, by presenting a written appeal to Jim Row at the City of Woodburn.
- e) Vendors selling food must provide and maintain at their own expense, comprehensive general liability insurance and comprehensive auto liability insurance with a combined single limit of at least \$1,000,000 per occurrence. Such insurance shall be primary to other insurance maintained by the City of Woodburn and shall name the City as additionally insured.



Woodburn Market 2011 Market Vendor Booth Application

Please print your information below:

Applicant First and Last Name: _____

Business or Organization Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Please mark an "X" next to those dates below that you plan to sell items or food at the market events, and please also list the types of products that you plan to sell, including specific restaurant or other food items. You do not have to sign up for every week, only those Tuesdays that you would like to have a booth. **The fee for a booth each week is \$15 or \$100 for all eight weeks. Please make checks payable to the City of Woodburn.** You can sign up weeks ahead of time or at the very latest, by the close of business on the Friday before each Tuesday Market. Bring or mail your application and fee to Community 270 Montgomery Street in Woodburn.

Dates

Types of Product/Food

July 5, 2011	_____	_____
July 12, 2011	_____	_____
July 19, 2011	_____	_____
July 26, 2011	_____	_____
August 2, 2011	_____	_____
August 9, 2011	_____	_____
August 16, 2011	_____	_____
August 23, 2011	_____	_____

The applicant agrees to indemnify and hold harmless the City of Woodburn, directors, employees, representatives and agents, from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or relating to the applicant's activities at the **2011 Woodburn Music & Market** events.

All vendors who choose to participate in the Oregon Farmers' Market Nutrition Programs must learn and follow the rules outlined in the "2010 WIC Farmers' Market Nutrition and Senior Farmers' Market Nutrition Program Rules" form that is available as a pdf in this registration packet as well as online at:
http://www.oregon.gov/ODA/ADMD/docs/pdf/pub_farmerguide.pdf.

I have read the market rules and agree to abide by the conditions outlined within.

Signature: _____ **Date:** _____

Printed Name: _____